IBM Workplace Software

IBM Workplace for Business Controls and Reporting Quickstart Solution

IBM* Workplace* for Business Controls and Reporting version 2.5 (formerly IBM Lotus* Workplace for Business Controls and Reporting) provides an integrated controls management platform for addressing corporate governance legislation and initiatives such as the Sarbanes-Oxley Act – whilst helping to drive down the total cost of compliance.

With this tool, you can better manage compliance plans while helping to limit risks by the way controls and procedures are not only established, but adhered to by responsible individuals.

IBM Workplace for Business Controls and Reporting version 2.5 is a standards based offering that is modular and enables you to leverage your current IT investments in addition to providing flexibility to help meet new requirements. It can support multiple control management initiatives with a common approach to controls documentation, evaluation and reporting using shared controls along with a single controls repository for sustainable compliance.

Built on industry-leading technologies such as IBM WebSphere*, Portal, IBM DB2* and DB2 Content Manager* (optional data store), IBM Workplace for Business Controls and Reporting offers the following key components:
• Enhanced archiving
• Real-time collaboration
• e-mail alerts
• Reports flexibility
• Ease of import and export facilities
• Key data store options

How could my organisation benefit from IBM Workplace for Business Controls and Reporting?
IBM Workplace for Business Controls and Reporting is based on an open control environment that is fully compatible with the Integrated Control Framework from COSO, the CoBIT internal control framework from the IT Governance Institute and other internal control frameworks from international organisations such as the International Standards Organisation (ISO) and ITL. It is also based on open standards like Java** 2 Enterprise Edition (J2EE). This approach allows flexibility in developing business solutions while leveraging your current IT investments.

This solution marks a dramatic step forward to help companies move from compliance with Sarbanes-Oxley to general controls management. Additionally, by utilising the collaboration capabilities, companies can develop solutions to not only manage internal controls but also support financial reporting accuracy, real time disclosures and other regulatory needs.

The key benefits IBM Workplace for Business Controls and Reporting bring are:
• Streamlines the complex process involved with compliance related audits and reporting and potentially will save you money and effort in the long-run.
• Allows your organisation to help drive down the cost of controls with new features to help manage organisational change, simplify testing and auditing and help improve performance through an update option that

ensures different departments have the most current data at their fingertips.

- Allows you to make more informed business decisions and gives you the ability to help mitigate risks with role based, real-time access to information and broader understanding of controls.
- Seamless integration with your corporate intranets and intuitive operation for reduced training costs.
- Ability to import testing procedures directly to avoid duplication and ensure consistency across units.
- Leverage and easily update third party control catalogs.
- Customisation of e-mail notifications (pre- or post due reminders) to meet corporate control policies and time lines.
- Built on industry-leading technologies - IBM WebSphere Portal and IBM DB2 and can leverage DB2 Content Manger as optional data store.
- Standards-based J2EE implementation.
- End-to-end solution that is modular in approach and can leverage other IBM software and services to extend capabilities for training, records management and modeling.

All of the above will aide your employees and business to become more responsive to today's Sarbanes-Oxley Act or Basel II legislation. This quickstart offering sets you on the road to achieving the aforementioned benefits.

Get started quickly to achieve fast results
Specialising in software-based technical services, implementation services and training, IBM Software Group Services has extensive experience in helping organisations derive business value from their investment in IBM software. IBM Software Group Services can help you install, migrate and customise IBM Workplace for Business Controls and Reporting software, and coordinate the efforts of consultants from IBM WebSphere, IBM Lotus and IBM DB2 Information Management software, including architecture planning, configuration and testing.

IBM Software Group Services can provide recommendations designed to ease deployment—helping you to identify and mitigate internal and external deployment risks and to make timely and well-informed decisions.

Why a Quickstart Approach?
The IBM Workplace for Business Controls and Reporting Quickstart will quickly get your organisation up and running in the use of a variety of collaborative tools – either as a business user or technical implementer. The Quickstart approach is designed to deliver value to a maximum audience of 20 users who are focussed on business controls and reporting. It is implemented within a 4 - 6 weeks timescale, on two servers in a non-production environment.

By teaming with IBM Software Group Services, you will gain the following benefits:

- Understanding how IBM Workplace for Business Controls and Reporting can best be deployed to meet your business objectives and where returns can be derived most rapidly
- Identifying which skills are required by your IT Department to successfully manage the new infrastructure components and starting to transition these skills
- IBM Software Group have considerable implementation experience and good linkages into the product labs – therefore enabling accelerated deployment whilst minimising potential risks and pitfalls
- The Quickstart approach delivers demonstrable benefits that will not only accelerate user acceptance, but will also ensure the solution is better aligned to more rapidly meet your business objectives.
- The Quickstart implementation method is a low cost, low risk initiative that will enable you to "dip your toe in the water" to incorporate the latest structured collaboration technology into the core of your business.
- The IBM Workplace for Business Controls and Reporting Quickstart will reduce the time to value, give

you and your team a clear vision as to how the solution will benefit the organisation, and above all, enable you to fine tune the solution capabilities against your business goals.

Start small and have the flexibility to expand quickly
The Quickstart approach is based on our experience of projects of a similar size and nature and is delivered through the use of small, time-bound cycles called Value Frames. A Value Frame approach shows clearly the value received for specific time / cost investment. This allows informed decisions to be made regarding future work. Each Value Frame is 'time-boxed', tightly scoped and contains a defined set of deliverables.

The major activities within the scope of work are divided into 4 value frames as outlined below.
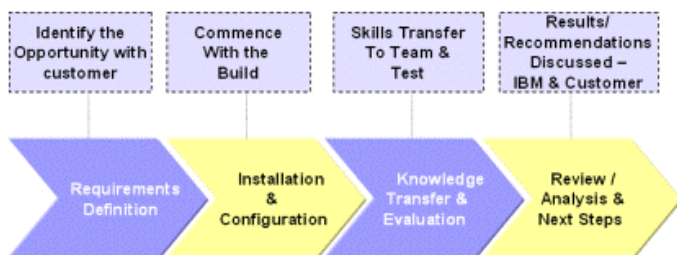
Value frame 1 – Requirements Definition Planning
A workshop is held to understand your needs and define the Quickstart boundaries. During this session the IBM Consultant will understand your objectives; identify your high-level business requirements; brainstorm how the solution can best be utilised within your organisation and agree the overall scope of the Quickstart. The workshop will be technically focused which therefore will exclude areas normally covered by business consulting.

Value frame 2 - Installation and Configuration
ISSL will work with your technical team to design and install IBM Workplace for Business Controls and Reporting according to the objectives set within the previous Value Frame. The required IBM Workplace capabilities will be activated and configured on two servers within a non-production environment. The IBM Consultant will deploy an LDAP directory and import a subset of your users; enable SMTP messaging between your production and IBM Workplace infrastructures and apply simple skin customisation to incorporate your branding.

Value frame 3 – Knowledge Transfer and Evaluation
Knowledge transfer to support staff and end users will be performed for the Quickstart. A technical team of up to 5 individuals will be hand held through a two-day configuration and basic troubleshooting session. A full day of end user training will be provided to the first 10 participants, to allow them to fully utilise the advanced capabilities that IBM Workplace for Business Controls and Reporting offers. The entire team will then be assisted to familiarise themselves with the solution over a limited period.

Value frame 4 – Review and Next Steps
Feedback on both business and technical aspects of the system will be discussed and documented.

Recommendations of the tasks to be undertaken and the effort required for the planning and architecture of production deployment will be outlined.

IBM Workplace for Business Controls and Reporting Pricing
The IBM Workplace for Business Controls and Reporting solutions are services-led offerings and provide Technical Consulting Services based on your organisation's requirements. The engagement does not include hardware nor software. The price of the Technical Consulting Services involved in delivering the IBM Workplace for Business Controls and Reporting engagements may vary based on scope.

Further Information

To find out more about IBM Workplace for Business Controls and Reporting, please contact your local IBM Software Group Sales Representative.

IMPORTANT

Customers are responsible for ensuring their own compliance with the Sarbanes-Oxley Act or other laws/regulations. It is customer's sole responsibility to obtain advice of competent legal counsel as to the identification and interpretation of any relevant laws, including but not limited to, the Sarbanes-Oxley Act, that may affect customer's business and any actions customer may need to take to comply with such laws.

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